



STATE OF IDAHO
invites applications for the position of:

Shop Supervisor - PSC

SALARY: \$27.67 - \$35.97 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 04/02/21
CLOSING DATE: 04/16/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273/4272

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

ANNOUNCEMENT NUMBER:	21-29-N
AREA OF CONSIDERATION:	Restricted to current, full-time State employees of the Idaho Military Division, including competitively appointed temporary employees
POSITION TITLE:	Shop Supervisor - PSC
PAY GRADE:	NGA-10
POSITION CONTROL NUMBER:	8519
CLASS CODE:	22765
SALARY:	\$27.67 to \$35.97 hourly (\$57,553 to \$74,815 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Communications and IT Services Office, Public Safety Communications (PSC), Meridian, ID (<i>Main PSC facility is located within the Idaho State Police Complex in Meridian, ID.</i>)
TYPE OF POSITION:	Civilian Nonclassified
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: SHOP SUPERVISOR (PSC)
POSITION CONTROL NUMBER: 8519
CLASS CODE NUMBER: 22765
SALARY GRADE: NGA-10

INTRODUCTION: This position is assigned to Public Safety Communications (PSC), Communications and Information Technology (IT) Services Office, functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide Fleet Staff supervision, customer work coordination and scheduling of support to customers of PSC in the Fleet Services area.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Performs supervisory responsibilities, providing leadership, direction and oversight of assigned personnel. Plans, sets priorities and prepares schedules for completion of work. Assigns work and monitors employees in the accomplishment of work assignments. Establishes job performance standards and appraises the performance of reporting subordinates. Provides advice, counsel or instruction to individual employees on both technical and administrative matters. Reviews goals and objectives, discusses program compliance, and makes adjustments as needed. Provides oversight for payroll and time and attendance compliance, and approves scheduling and leave. Coordinates staffing needs, position descriptions, and personnel and position actions with the supervisor or the Human Resources Office, as appropriate. Reviews and considers personnel and position actions recommended by subordinates. Interviews candidates for positions in assigned areas of responsibility; makes recommendations for selection, promotion or reassignment. Hears and resolves complaints; refers more serious unresolved complaints to a higher-level supervisor. Effects minor corrective disciplinary measures such as verbal and written warnings, reprimands and counseling. Proposes disciplinary action in the more serious cases. Identifies developmental and training needs of employees, and provides or makes provision for such development and training. Promotes a respectful workplace that complies with policies of the Adjutant General and PSC management. Observes and ensures compliance with all Whistleblower Protection Program, EEO, security, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol free workplace.
2. Accomplishes preliminary central tasks including compilation of estimates for materials, man-hours and bay space in shop. Accomplishes immediate control tasks over Fleet projects, including preparing work orders, scheduling phases of work for each shop, following up to determine if progress is as planned, arranging adjustments in materials, processes and priority sequences to accommodate unexpected changes. Monitors, controls and conducts reviews of the flow of work to ensure the most economical and efficient use is made of personnel, funds, material and equipment.
3. Prepares cost estimates for work based on best practices and PSC standards. Participates in meetings with operating officials, supply, procurement personnel, and customer representatives of other state agencies to discuss and exchange information pertinent to specific prioritization of projects, program effectiveness and resolution of issues.
4. Maintains schedules depicting status of work in progress, programmed for future accomplishment or in work stoppage. Receives incoming communications, responds to such communications and/or routes them to the appropriate individual. Develops internal communications routing procedures and ensures timely response or action.
5. Acts as the principle contact and liaison for Fleet maintenance, repair, and Fleet project work. Works closely with PSC's Project Management Office, customer representatives, and PSC Management Staff.
6. Responsible for requisitioning all supplies, materials, equipment, or other related personnel or services necessary to conduct the daily business of PSC. Researches, prepares requisition documentation, and coordinates with the Military Division Purchasing and Contracting Office to facilitate the ordering and procurement of items required to maintain communications operability for state agencies and for PSC. Assists in securing contracts through state resources to procure communications equipment and related items. Remains current on Military Division requisitioning requirements and processes.
7. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: The incumbent works under the general supervision and direction of the Chief, Communications and IT Services/PSC. Performs most work independently using technical guidelines, applicable regulations, and organizational policies and procedures. Seeks assistance from supervisor for unusual circumstances when guidelines are not available or clear. Incumbent proceeds on own initiative, makes necessary contacts, and follows up to obtain action and commitments required to accomplish the work.

PERSONAL WORK CONTACTS: The incumbent works closely with PSC Staff, personnel of various state agencies, Idaho Office of Emergency Management (IOEM), Military Division State Accounting, Purchasing and Contracting and Property Management Offices, and with local vendors. Incumbent may have personal contact with many individuals at all levels of government and in the private sector.

WORKING CONDITIONS / PHYSICAL EFFORT: Work is primarily performed in an office setting involving everyday risks or discomforts requiring normal safety precautions. Work area is generally adequately lighted, heated, and ventilated. There is a requirement to walk, stand, bend, and carry light items. Incumbent may be subject to the dangers from exposure to high noise levels and hazardous materials common to a shop environment (i.e., battery acid, etc.). Physical efforts may include climbing, stooping, standing, bending, stretching and working in tiring and uncomfortable positions. May use a 20-foot ladder when stocking warehouse shelves. May require moderate to strenuous physical exertion.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: C04 (Technical)

WCC: 9516

MARCH 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Must submit to and successfully pass a State background check (criminal background investigation) and periodic reinvestigations as required by the agency. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Must be able and willing to operate the following vehicles/equipment: four-wheel drive vehicles, snowmobiles and other off-road vehicles and equipment.

Must be willing to travel by all modes of transportation and stay overnight at destinations for moderate periods.

Must be physically able to walk, hike and travel across remote areas, and at elevations up to 10,000 feet.

Must have previous supervisory experience in a service organization environment with responsibility for prioritization and scheduling of work.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 36-months of specialized experience performing related duties as specified below.

Knowledge of technical radio concepts, principles and practices, necessary to independently perform duties of planning projects for accomplishment by shop personnel. This knowledge is typically gained through practical training and experience.

Skill and ability to interpret basic sketches, complex schematics, and explicit specifications relating to Fleet maintenance and repair projects.

Ability to write and speak, clearly and concisely, to accurately report on progress and outcome of technical assignments. Prepare accurate computerized reports using computer maintenance management systems.

Ability and skill to proficiently estimate labor man-hours and materials accurately for work.

Ability to supervise and plan work for Technicians to complete Fleet maintenance and repair projects.

Knowledge of materials readily available and procurement process for supplies necessary to accomplish Fleet maintenance and repair projects.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource Specialist
Military Division – State Personnel Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-29-N
SHOP SUPERVISOR - PSC
GD

304 North 8th Street
Boise, ID 83720

idhr@idhr.idaho.gov

Shop Supervisor - PSC Supplemental Questionnaire

- * 1. Restricted to current, full-time State employees of the Idaho Military Division, including competitively appointed temporary employees.

Do you meet the area of consideration? *If not, your application will be rejected.*

☐ Yes ☐ No

- * 2. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment (maintain a valid and unrestricted license)

- * 3. Mandatory Requirement: Must submit to and successfully pass a State background check (criminal background investigation) and periodic reinvestigations as required by the agency. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. Mandatory Requirement: Must be able and willing to operate the following vehicles/equipment: four-wheel drive vehicles, snowmobiles and other off-road vehicles and equipment.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment; and provide details describing your experience.

- * 5. Mandatory Requirement: Must be willing to travel by all modes of transportation and stay overnight at destinations for moderate periods.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 6. Mandatory Requirement: Must be physically able to walk, hike and travel across remote areas, and at elevations up to 10,000 feet.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 7. Mandatory Requirement: Must have previous supervisory experience in a service organization environment with responsibility for prioritization and scheduling of work.

Provide written response in detail describing your experience.

- * 8. KSA: **Knowledge of technical radio concepts, principles and practices, necessary to independently perform duties of planning projects for accomplishment by shop personnel. This knowledge is typically gained through practical training and experience.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- * 9. KSA: **Skill and ability to interpret basic sketches, complex schematics, and explicit specifications relating to Fleet maintenance and repair projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- * 10. KSA: **Ability to write and speak, clearly and concisely, to accurately report on progress and outcome of technical assignments. Prepare accurate computerized reports using computer maintenance management systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- * 11. KSA: **Ability and skill to proficiently estimate labor man-hours and materials accurately for work.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- * 12. KSA: **Ability to supervise and plan work for Technicians to complete Fleet maintenance and repair projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- * 13. KSA: **Knowledge of materials readily available and procurement process for supplies necessary to accomplish Fleet maintenance and repair projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, on-the-job training, etc.*

- * 14. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 15. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question